

SEDS Webinar Support Series

Special Session: Child Count and Enrollment Audit
October 28, 2011



Agenda

- *Purpose: Describe requirements and specific steps in process for FFY 2011 Enrollment Audit/Child Count*
- Regulatory Context
- Process Overview
- Process Details
 - Phase I: Training and Access
 - Phase II: Review and Correct
 - Phase III: Submit Certification
 - Phase IV: OSSE Analysis and Audit
 - Phase V: Review and Resubmit
- Help Resources

Regulatory Context

Regulatory Context

	Enrollment Audit	Child Count
Mandate	DCMR (DC Code)	IDEA
Population	<ul style="list-style-type: none">•General and special education students•Additional requirements for students receiving services	<ul style="list-style-type: none">•Students ages 3 through 21 receiving special education services
Data Reported	<ul style="list-style-type: none">•Student count•Service levels•Results of independent audit	<ul style="list-style-type: none">•Student count•Educational Environments
LEA Requirement	Verify student count and service levels	Verify student count and Educational Environment
Funding	Local funding formulas	Federal funds

Regulatory Context

- Requirements of Enrollment Audit and Child Count combined to reduce burden on LEAs
- Streamlined process for LEAs to fulfill reporting requirements of each process

Process Overview

Process Overview

Phase I

- Training and Access

10/28/11-10/31/11

Phase II

- Review and Correct

10/31/11-12/7/11

Phase III

- Submit Certification

12/1/11-12/7/11

Phase IV

- OSSE Analysis & Audit

12/8/11-12/13/11

Phase V

- Review and Resubmit

12/16/11-12/23/11

Process Overview

- Key process changes in 2011
 - Tool opens 10/31/2011
 - Review and correction period should occur PRIOR to 12/1/2011
 - LEAs will report on dedicated aide
 - Must certify accuracy of total special education hours
 - Amendments completed **after 12/1/11** to correct Child Count data must be reported in IDEAfacts tool
 - **LEAs must submit certification by 12/7/11**
 - Independent Audit will take place after LEA certification

Process Details

Phase I: Training and Access to the Application

Learn about the process

Phase I- Training and Access

- Participate in webinar (Special Education Coordinators, Heads of LEAs, LEA Data Administrators)
- Access webinar on [SEDS resource site](#) as needed
- Access IDEAfacts manual for specific directions (posted within tool)

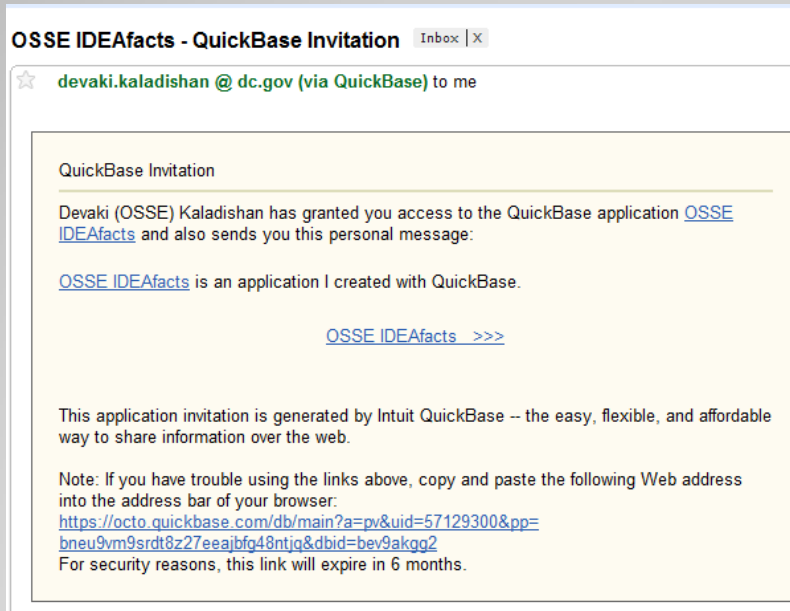
Gain Access to the Application

Phase I- Training and Access

- OSSE IDEAfacts will be used again for the 3rd year for review/submission; tool displays information from other systems and allows for entry of select data
- Email invitations will be sent 10/31
 - Access link in invite to gain access
 - Many users already have accounts
 - Use “forgot my password” function to reset
 - Use OSSE IDEAfacts manual for detailed directions
- Recipients are from OSSE contact list
- Make requests for additional accounts by emailing OSSE.IDEAdata@dc.gov

Gain Access to the Application

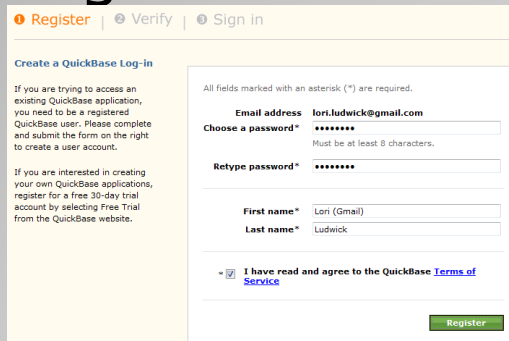
- Receive e-mail



Gain Access to the Application

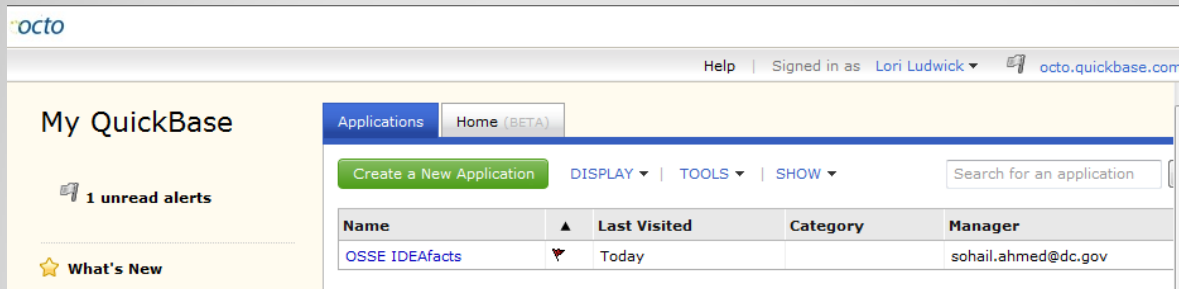
Phase I- Training and Access

- Register*



The registration form for QuickBase. It includes links for Register, Verify, and Sign in. The main heading is 'Create a QuickBase Log-in'. Below this, there is explanatory text about why a user needs to be registered. The form fields include: Email address (lori.ludwick@gmail.com), Choose a password* (masked with dots), Retype password* (masked with dots), First name* (Lori (gmail)), and Last name* (Ludwick). There is a checkbox for 'I have read and agree to the QuickBase Terms of Service' and a 'Register' button at the bottom.

- Select tool*



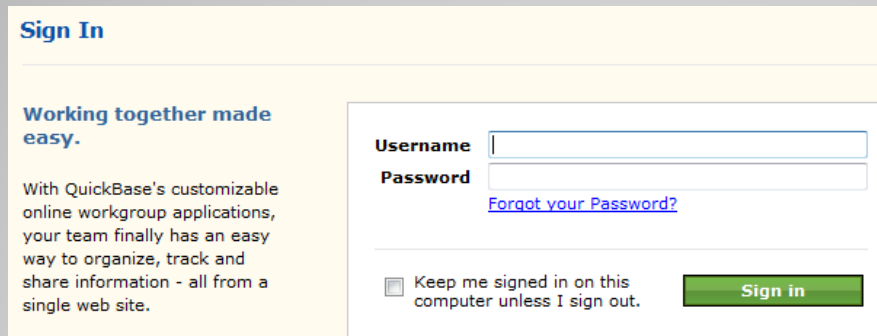
The QuickBase dashboard interface. The top navigation bar includes the 'octo' logo, 'Help', 'Signed in as Lori Ludwick', and the URL 'octo.quickbase.com'. The main heading is 'My QuickBase'. Below this, there is a notification for '1 unread alerts' and a 'What's New' section. The 'Applications' tab is selected, showing a table of applications. The table has columns for Name, Last Visited, Category, and Manager. One application is listed: 'OSSE IDEAfacts', last visited 'Today', with manager 'sohail.ahmed@dc.gov'.

Name	Last Visited	Category	Manager
OSSE IDEAfacts	Today		sohail.ahmed@dc.gov

*New users only

Gain Access to the Application

- Sign-in



The screenshot shows the QuickBase 'Sign In' page. It has a yellow header with the title 'Sign In'. Below the header, on the left, is a blue link 'Working together made easy.' followed by a paragraph: 'With QuickBase's customizable online workgroup applications, your team finally has an easy way to organize, track and share information - all from a single web site.' To the right of this text is a white box containing the login form. The form has two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue link 'Forgot your Password?'. At the bottom of the form is a checkbox labeled 'Keep me signed in on this computer unless I sign out.' and a green 'Sign in' button.

- Change password

Note: many users already have an account and may just need to change password to gain access.

Process Details

Phase II: Review and Correct

Data overview

Phase II- Review and Correct

- Students appear in OSSE IDEAFacts based on a specific set of criteria:
 - LEA/school where currently enrolled
 - After 12/1 students will continue to appear in LEA/school were enrolled as of 12/1
 - Must have current eligibility OR current IEP
 - System pulls in information from current IEP
 - After 12/1, system pulls information from IEP in place as of 12/1 (with exception of select identified amendments)
- Data displayed reflects information in source systems (STARS, ProActive, SEDS)
- Data will be refreshed daily (i.e. changes made Tuesday should be reflected in IDEAFacts Wednesday)

Data overview

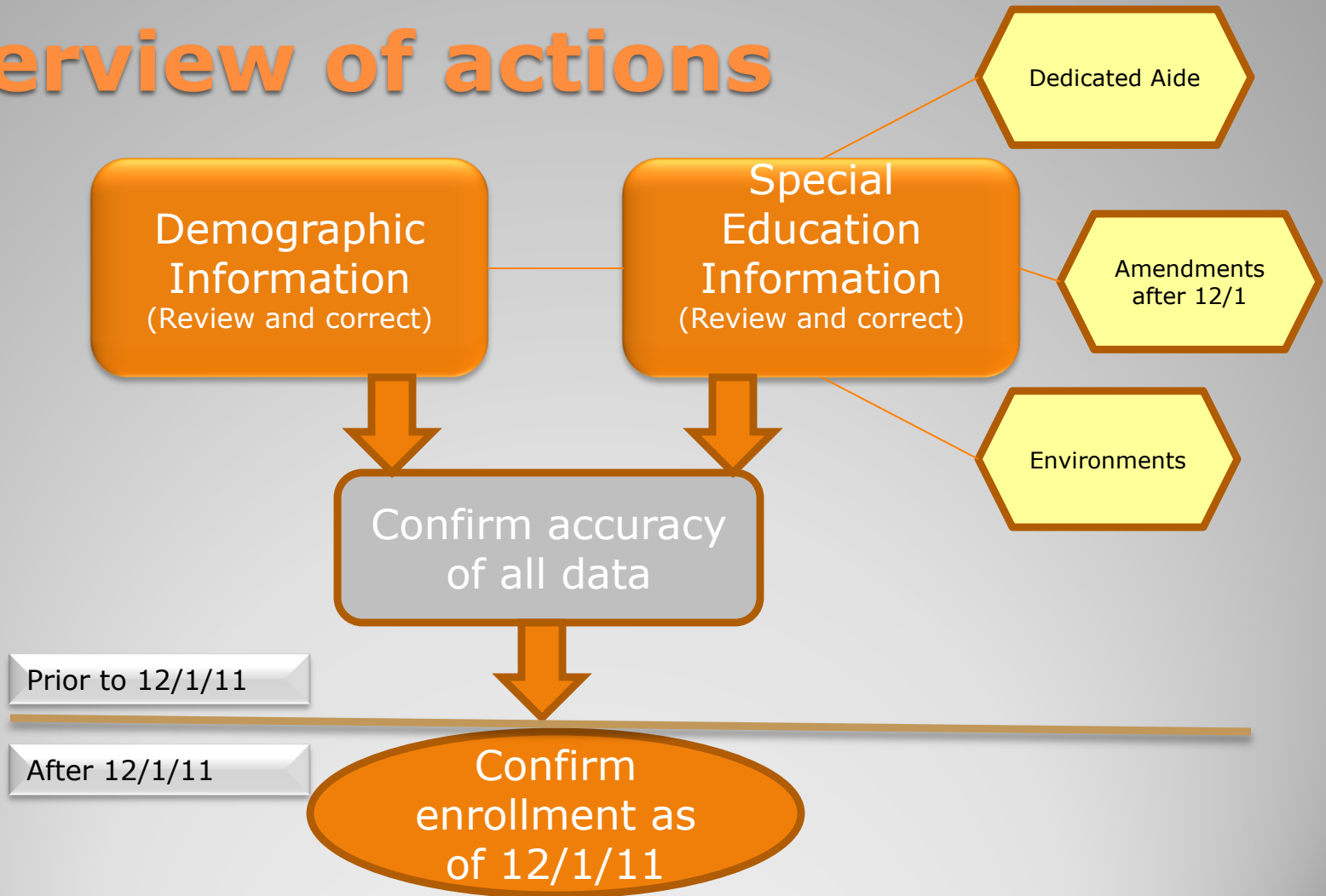
- Each student record has several data elements and most come from other systems:
 - Demographic (from student information system)
 - Special Education (from SEDS)
 - Other (entered into IDEAfacts)

Table 1. 618 Child Count Data

FULL REPORT EMAIL PRINT OTHER ▼														
	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M

Overview of actions

Phase II- Review and Correct



Summary of actions


Phase II- Review and Correct


Type data	Examples	Action required
Demographic	<ul style="list-style-type: none"> •Name •Date of Birth •Race •See manual for full list 	<ul style="list-style-type: none"> •Review •If accurate, no action required •If inaccurate, make update in source system (STARS or ProActive)
Special Education	<ul style="list-style-type: none"> •Disability •IEP date 	<ul style="list-style-type: none"> •Review •If accurate, no action required •If inaccurate, make update in source system (SEDS)
Special Education (unique fields)	<ul style="list-style-type: none"> •Environment •Dedicated Aide 	<ul style="list-style-type: none"> •Review/update environment based on definition in manual •Review/update dedicated aide info
Other	<ul style="list-style-type: none"> •IEP amendment •Enrollment 	<ul style="list-style-type: none"> •Enter information about IEP amendments done on or after 12/1 for Child Count •Enter response about enrollment as of 12/1/11

Documenting in the tool

Phase II- Review and Correct

- LEAs may review data at the student level and use system tools to take note of elements that may need correction.
- All corrections/updates to data must be made in source systems (Student Information Systems and SEDS)
- Remember: Data is refreshed daily; changes made in SEDS and Student Information Systems will be reflected the next day

Student Demographic Data Review		
* STUDENT ID	8885552222	INCORRECT? <input type="checkbox"/>
FIRST NAME	Student	<input type="checkbox"/>
LAST NAME	Test	<input type="checkbox"/>
DoB	03-17-2002 	<input type="checkbox"/>
AGE ON 12/01/10	8	
GENDER	M	<input type="checkbox"/>
GRADE	3	<input type="checkbox"/>
RACE	Black or African American	<input type="checkbox"/>
ELL	N	<input type="checkbox"/>
LEA	District PA	
SCHOOL NAME	Maple Place Academy	<input type="checkbox"/>

Special Education Data Review		
PRIMARY DISABILITY	Emotional Disturbance	INCORRECT? <input type="checkbox"/>
Most Recent IEP Date	5/23/211	<input type="checkbox"/>
IEP Event ID	84235	
Most Recent Eligibility Date	05-23-2011 	<input type="checkbox"/>
Total Service Hours		
TOTAL HOURS OUTSIDE GEN ED SETTING	0.75	<input type="checkbox"/>
TOTAL HOURS IN GEN ED SETTING	3.00	<input type="checkbox"/>

A Closer Look: Environments

Phase II- Review and Correct

- The default Educational Environment for most students will be displayed based on the calculation of hours spent outside/inside general education
- Environment should be entered for specific scenarios that require something other than the default
- There are no default environments displayed for students ages 3-5

618 students | [Edit 618 student #85083](#)

STUDENT ID 3265830
FIRST NAME Five
LAST NAME Student
ELL N
PRIMARY DISABILITY Orthopedic Impairment*
IEP ACTIVE ON 12/1/09 (begin date) 10/6/2009
ENVIRONMENT A: 0-20%
USER-UPDATED ENVIRONMENT Separate School ▼
HOURS OUTSIDE GEN ED SETTING 1
HOURS IN GEN ED SETTING 25
TOTAL HOURS 26
% OUTSIDE GEN ED SETTING 3
GENDER M
DoB 1/20/1996
GRADE 8
RACE Hispanic
ACCURATE Yes ▼

Owner: [Kusula, Naveen](#)
Created: DEC-04-2009 2:59 PM (EST)
Last Modified: DEC-07-2009 8:02 PM (EST) by [Ludwick, Lori](#)

A Closer Look: Environments

Notes and Tips:

- Values entered in "user updated environment" will be displayed in "environment" field the next day
- Environments that appear in dropdown are age specific (either for 3-5 or 6-21)
- Tip for Independent Charters: Be sure to select "Separate School" as the environment for students placed at nonpublic schools
- Link to full list of educational environments and definitions can be found in the OSSE IDEAfacts manual

A Closer Look: Amendments

Phase II- Review and Correct

- Changes to special education data must be made in SEDS
- Changes may be made via IEP annual review OR IEP amendment process
- If IEP team elects to make changes via IEP Amendment--must follow requirements of OSSE amendment guidance

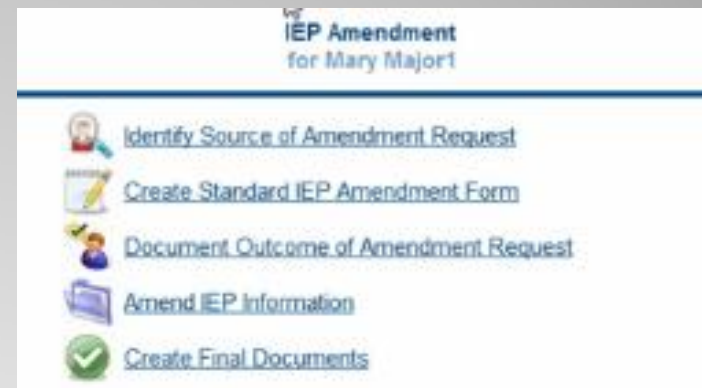
618 students | [Edit 618 student #85083](#)

STUDENT ID	3265830
FIRST NAME	Five
LAST NAME	Student
ELL	N
PRIMARY DISABILITY	Orthopedic Impairment*
IEP ACTIVE ON 12/1/09 (begin date)	10/6/2009
ENVIRONMENT	A: 0-20%
USER-UPDATED ENVIRONMENT	<input type="text" value="Separate School"/>
HOURS OUTSIDE GEN ED SETTING	1
HOURS IN GEN ED SETTING	25
TOTAL HOURS	26
% OUTSIDE GEN ED SETTING	3

A Closer Look: Amendments

Phase II- Review and Correct

- New IEP Amendment Tab was released in SEDS in October 2011
- Improvements: end dates calculate automatically, process is detailed to be aligned with OSSE guidance
- New fields within the IEP process make it necessary to update additional pages in order to fulfill updated page requirements
- See [SEDS resource site](#) for a video on the new IEP Amendment process



A Closer Look: Amendments

Phase II- Review and Correct

- All IEP amendments for corrections to special education data should be made prior to 12/1/11
- If IEP amendments are done after 12/1/11 specifically for the purposes of Child Count, users should document in IDEAfacts tool
- Do not use the Amendments section to report amendments done prior to 12/1/11 or amendments done at any point for a change unrelated to Child Count

IEP Amendment

If data from an IEP Amendment completed ON or AFTER 12/1/2011 should be included in the data for Child Count, it MUST be reported here.

Was an IEP Amendment completed ON OR AFTER 12/1/2011 for the purposes of correcting data reported for Child Count? NO ▼

Amendment Meeting Date

Amendment Event ID

Troubleshooting-roster issues

- Issue 1: Student does not appear in *IDEAfacts*

Check the following...	If no, take this next step
Enrolled in STARS or ProActive?	Work with registrar to get student enrolled.
Appears in SEDS?	Contact SEDS team representative.
Has a current eligibility or current IEP?	Update records in SEDS.
IEP is valid as of 12/1/11	Update records in SEDS

Troubleshooting-roster issues

- Issue 2: Student appears in *IDEAfacts* but should not

Check the following...	If no, take this next step
Withdrawn from STARS or ProActive?	Work with registrar to get student withdrawn.
Has an event that closes out the record (referral discontinuation, noneligibility, etc.)	Update record in SEDS.

Troubleshooting-errors in data

- Issue 3: Error in special education data related to IEP (e.g. special educ hrs)

Check the following...	If no, take this next step
Data correct on most recent IEP? (click compliance symbol, then "Details" on dark green line to find info for current IEP)	Follow procedures for IEP amendment.
Data correct in workspace for a recently held meeting?	Finalize most recent event in SEDS.

Troubleshooting-errors in data

- Issue 4: Error in special education data related to Eligibility (e.g. disability)

Check the following...	If no, take this next step
Most recent eligibility held prior to 12/1/11?	None. Disability as of 12/1/11 will display.
Data correct on most recent eligibility (click compliance symbol, then "details" on orange line to view info for eligibility)	See next step.
Data correct on most recent IEP? (click compliance symbol, then "IEP" on dark green line to open IEP document)	Update information in SEDS. (If yes, contact SEDS team representative.)

Process Details

Phase III: Submit Certification

Prepare for Certification

Phase III- Submit Certification

- Be sure all students listed were receiving services as of 12/1/2011
- Ensure all demographic and special education information is accurate for all students
- Be sure the educational environment indicated is accurate


Generate a roster

- All certification documents MUST be submitted with a roster attached
- Follow directions in IDEAFacts manual for generating a roster
- Do not hand write corrections to data on roster

Complete Certification form

Phase III- Submit Certification

- Enter name, title, LEA
- Indicate that a copy of roster is attached
- Print name, title, signature, date

 Office of the
State Superintendent of Education

Local Education Agency (LEA) Certification of FFY 2011 Enrollment Audit and Child Count

I, _____, _____ at _____
Printed name Title Name of LEA

certify that the data provided to the Office of the State Superintendent of Education (OSSE) for Federal Fiscal Year 2011 from the OSSE IDEAfacts are valid and reliable. Furthermore, I certify that the data provided are consistent with the requirements of Part B of the Federal Individuals with Disabilities Education Act (IDEA), as found in PL 108-446, and all applicable laws and regulations under the District of Columbia.

I have attached a copy of the data report from the OSSE IDEAfacts application for my LEA. ☐

I have confirmed the Least Restrictive Environment (LRE) setting for each student listed in the OSSE IDEAfacts application and can confirm that all LRE settings identified on the attached roster are accurate. Further, I can confirm that the number of students on the attached roster represents the number of students receiving services from the LEA identified above as of December 1, 2011.

BY SIGNING BELOW, I CERTIFY THAT I HAVE THE AUTHORITY TO CERTIFY THE ACCURACY AND RELIABILITY OF THIS DATA FOR MY LEA AND THAT MY LEA WAS PROVIDING SPECIAL EDUCATION SERVICES TO THE STUDENTS ON THE ATTACHED LIST AS OF DECEMBER 1, 2011. OSSE strongly recommends the head of school for the LEA be the authorized representative. However, if the LEA chooses to authorize another individual to certify the submission, the LEA remains fully responsible for the accuracy and timeliness of the submission.

Printed Name _____ Title _____

Signature _____ Date _____

OSSE must receive this certificate and data report from IDEAfacts by December 7, 2011 at 5:00 pm EST for your data submission to be considered timely. **Fax this form and a copy of your OSSE IDEAfacts application data to 1(888) 257-4425. Do not use a cover sheet.** Please note, certification forms submitted without attached rosters or with hand written corrections will be rejected.

LEAs must comply with the final rulemaking of section 3019, in Chapter 30 (Special Education Policy) of Title 5-E (Education, Original Title 5) of the District of Columbia Municipal Regulations (DCMR), issued on December 4, 2009.

Submit Certification

- Send the following documents via fax to the number listed on the certification form no later than 5:00 pm, Wednesday December 7, 2011:
 - Signed certification document
 - Printed roster from OSSE IDEAfacts
- Tip: submit certification early-as soon after 12/1/2011 as possible

Risks

Phase III- Submit Certification

- LEAs must submit a timely, complete certification.
- Failure to submit timely could result in:
 - Impact on Local Determinations
 - Impact on funding

Process Details

Phase IV: OSSE Analysis

Analysis

- OSSE will review all data submitted to find the following:
 - Students duplicated across LEAs
 - Students with missing demographic information
 - Students that are not ages 3 through 21
 - Students with primary disability of Developmental Delay older than 7 years old

Report to LEAs

- As a result of OSSE analysis, on 12/16/11, LEAs will receive a report of the following:
 - Issues identified in OSSE analysis
- OSSE will also conduct an independent audit of special education records during this time
- LEAs will have an opportunity to make corrections and resubmit a certification with an updated roster from OSSE IDEAfacts no later than Friday, December 23, 2011.

Process Details

Phase V: Review and resubmit

Review and Resubmission

Phase V- Review and resubmit

- If the LEA receives one or more issues identified through the analysis process, corrections must be made and the LEA must recertify no later than 12/23/2011
- Follow directions for making corrections and submitting certification as outlined in this presentation and in the *IDEAfacts* manual

Resources

Help Resources

- Content

- Recorded webinar: [SEDS Resource Site](#)
- IDEAFacts manual: [SEDS Resource Site](#)
- New account requests: osse.ideadata@dc.gov
- Account problems/troubleshooting: SEDS team contact
- Issues with demographic data: ProActive or STARS representatives
- Questions about Educational Environments: osse.ideadata@dc.gov
- For a full list of resources for specific questions see IDEAFacts manual

Help Resources

- SEDS team representatives
 - Tara.beaner@dc.gov
 - Lori.ludwick@dc.gov
 - Angelt.johnson@dc.gov
 - Karl.schumann@dc.gov
 - Rohini.thukral@dc.gov
- DSE contact
 - Sreeja Nair, Director of Special Education Data, Sreeja.nair@dc.gov